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## CHILD DEVELOPMENT PERMIT

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### Application

Individuals applying for the Child Development Permit must submit a completed application packet that includes **all** of the following:

1. Official transcripts verifying course work and/or letters verifying experience appropriate to the permit type
2. Application Form (41-4) and current processing fees
3. First-time applicants must submit either a Livescan receipt (41-LS) and a completed Character and Identification Clearance Form (41-CIC), or two fingerprint cards (FD-258), fingerprint processing fees, and a completed Character and Identification Clearance Form (41-CIC)

### Course Work Requirements

- All course work must be degree-applicable (associate degree or higher) and non-remedial
- All course work must be completed with a grade of “C” or better (“pass” and “credit” grades meet this requirement)
- All core course work must meet a minimum unit requirement of three semester units or four quarter units (for definition of core course work, see Definitions on page 7)
- All course work must be completed at a regionally-accredited college or university

### Levels of the Child Development Permit

- Child Development Assistant Permit
- Child Development Associate Permit
- Child Development Teacher Permit
- Child Development Master Teacher Permit
- Child Development Site Supervisor Permit
- Child Development Program Director Permit

### School-Age Emphasis Authorization (may be added to any level Child Development Permit)

The School Age Emphasis authorizes the holder to provide all services authorized by the holder’s Child Development Permit and to provide services in the care, development, and instruction of children in before-school, after-school, and other school-age child care programs.

- *Please note that each permit level has one or more ways to qualify. Individuals must meet all of the requirements listed in one of the available options. Applicants should review all available options and complete the one that best reflects their own education and/or experience.*

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## **CHILD DEVELOPMENT ASSISTANT PERMIT**

### **Authorization**

A Child Development Assistant Permit authorizes the holder to care for and assist in the development and instruction of children in a child care and development program under the supervision of a Child Development Permit (CDP) Associate Teacher, CDP Teacher, CDP Master Teacher, CDP Site Supervisor, or CDP Program Director.

### **Requirements for the Child Development Assistant Permit**

To qualify for the Child Development Assistant Permit, applicants must satisfy **all** of the requirements listed in one of the following options:

#### **Option 1**

- Complete six semester units of early childhood education or child development course work  
School-Age Emphasis under this option requires that three of the six semester units in early childhood education/child development be completed in school-age course work

#### **Option 2**

- Complete an approved Home Economics and Related Occupations (HERO) or Regional Occupation Program (ROP) in Child Development Related Occupations

### **Term and Renewal**

The Child Development Assistant Permit issued for five years and is renewable for successive five year periods upon completion of 105 hours of professional growth. Permit holders who complete the requirements for a higher level permit within three years of the date of initial issuance may submit verification of completion of requirements, an application (41-4 or 41-REN) for the higher level permit, the original valid permit document, and half the current application fee.

## **CHILD DEVELOPMENT ASSOCIATE TEACHER PERMIT**

### **Authorization**

A Child Development Associate Teacher Permit authorizes the holder to provide service in the care, development, and instruction of children in a child care and development program, and supervise a CDP Assistant, and an aide.

### **Requirements for the Child Development Associate Teacher Permit**

To qualify for the Child Development Associate Teacher Permit, applicants must satisfy **all** of the requirements listed in one of the following options:

#### **Option 1**

- a. complete a minimum of 12 semester units of course work in early childhood education or child development (excluding field work), including at least one course of at least three semester units in each of the following core areas:
  - Child/human growth and development
  - Child, family, and community, or child and family relations
  - Programs and curriculum
- b. complete at least 50 days of experience in an instructional capacity in a child care and development program, working at least three hours per day within the last two years. This experience must be verified by submitting an original letter from the employer on official letterhead.

School-Age Emphasis under this option requires that 6 of the 12 semester units in early childhood/child (continued) be in school age course work.

#### **Option 2**

Possess a Child Development Associate (CDA) Credential. (For information on obtaining the CDA credential, contact the Council for Early Childhood Professional Recognition at 1-800-424-4310.)

### **Term and Renewal**

The Child Development Associate Teacher Permit is issued for five years and is renewable once, for a total of two issuances. To renew, the holder must complete at least 15 semester units toward the Child Development Teacher Permit. By the end of the ten year period, the holder must meet the requirements for the Child Development Teacher Permit.

## **CHILD DEVELOPMENT TEACHER PERMIT**

### **Authorization**

A Child Development Teacher Permit authorizes the holder to provide service in the care, development, and instruction of children in a child care and development program, and supervise a CDP Associate Teacher, a CDP Assistant, and an aide.

### **Requirements for the Child Development Teacher Permit**

To qualify for the Child Development Teacher Permit, applicants must satisfy **all** of the requirements listed in one of the following options:

#### **Option 1**

- a. complete all General Requirements as defined on page 7
- b. complete 16 semester units in general education, including at least one course in each of the following areas: humanities and/or fine arts, social sciences, math and/or science, and English and/or language arts
- c. complete 175 days of experience in an instructional capacity in a child care and development program, working at least three hours per day within the last four years. This experience must be verified by submitting an original letter from the employer on official letterhead

School-Age Emphasis under this option requires that 12 of the 24 semester units of early childhood education/child development be in school-age course work.

#### **Option 2**

- a. complete an associate degree or higher in early childhood education or child development or a related field
- b. complete three semester units of supervised field experience in an early childhood education setting

School-Age Emphasis under this option requires completion of **one** of the following:

- complete an associate degree or higher in early childhood education, including three semester units of supervised field experience in a school-age setting
- complete an associate degree or higher in school-age education, including three semester units of supervised field experience in an early childhood education setting.

### **Term and Renewal**

The Child Development Teacher Permit is issued for five years and is renewable for successive five-year periods upon completion of 105 hours of professional growth. Permit holders who complete the requirements for a higher level permit within three years of the date of initial issuance may submit verification of completion of requirements, an application (41-4 or 41-REN) for the higher level permit, the original valid permit document, and half the current applic (continued)

## **CHILD DEVELOPMENT MASTER TEACHER PERMIT**

### **Authorization**

A Child Development Master Teacher Permit authorizes the holder to provide service in the care, development, and instruction of children in a child care and development program, and supervise a CDP Teacher, CDP Associate Teacher, CDP Assistant, and an aide. The permit also authorizes the holder to serve as a coordinator of curriculum and staff development in a child care and development program.

### **Requirements for the Child Development Master Teacher Permit**

To qualify for the Child Development Master Teacher Permit, applicants must satisfy **all** of the requirements listed in one of the following options:

### **Option 1**

- a. complete all General Requirements as defined on page 7
- b. complete 16 semester units in general education, including at least one course in each of the following areas: humanities and/or fine arts, social sciences, math and/or science, and English and/or language arts
- c. complete six additional units in one area of specialization, which may include, but is not limited to the following:
  - Infant and toddler care
  - Bilingual and bicultural development
  - Children with exceptional needs
  - Preschool programming
  - Parent/teacher relations
  - Child health
  - Specific areas of developmentally appropriate curriculum
- d. complete an additional two semester units of adult supervision course work
- e. complete 350 days of experience in an instructional capacity in a child care and development program, working at least three hours per day within the last four years (this experience must be verified by submitting an original letter from the employer on official letterhead)

School-Age Emphasis under this option requires that 12 of the 24 semester units of early childhood education or child development be in school-age course work.

### **Option 2**

- a. complete a baccalaureate degree or higher
- b. complete 12 semester units of early childhood education or child development course work
- c. complete three semester units of supervised field experience in an early childhood education or school-age setting

School-Age Emphasis under this option requires that six of the 12 semester units in early childhood education or child development be in school-age course work.

### **Term and Renewal**

*(continued)*

The Child Development Master Teacher Permit is issued for five years and is renewable for successive five-year terms upon completion of 105 hours of professional growth. Permit holders who complete the requirements for a higher level permit within three years of the date of initial issuance may submit verification of completion of requirements, an application (41-4 or 41-REN) for the higher level permit, the original valid permit document, and half the current application fee.

## **CHILD DEVELOPMENT SITE SUPERVISOR PERMIT**

### **Authorization**

A Child Development Site Supervisor Permit authorizes the holder to supervise a child care and development program operating at a single site; provide service in the care, development, and instruction of children in a child care and development program; and serve as a coordinator of curriculum and staff development in a child care and development program.

### **Requirements for the Child Development Site Supervisor Permit**

To qualify for the Child Development Site Supervisor Permit, applicants must satisfy **all** of the requirements listed in one of the following options:

### **Option 1**

- a. complete all General Requirements as defined on page 7
- b. complete an associate degree or 60 semester units

- c. complete six additional semester units of course work in administration and supervision of child care and development programs. These units must be comprised of two courses: one introductory course and one advanced course, or two courses of different topical content.
- d. complete an additional two semester units of adult supervision course work
- e. complete 350 days of experience in an instructional capacity in a child care and development program (continued) least three hours per day within the last four years. This experience must include at least 100 days of experience with adults in a child care and development program and must be verified by submitting an original letter from the employer on official letterhead.

School-Age Emphasis under this option requires that 12 of the 24 semester units in early childhood education or child development be in school-age course work.

### **Option 2**

- a. complete a baccalaureate degree or higher
- b. complete 12 or more semester units of early childhood education or child development course work
- c. complete three semester units of supervised field experience in an early childhood education setting

School-Age Emphasis under this option requires that six of the 12 semester units in early childhood education or child development be in school-age course work.

### **Option 3**

- a. obtain a valid Administrative Services Credential authorizing service in California public schools
- b. complete 12 or more semester units of early childhood education or child development course work
- c. complete three semester units of supervised field experience in an early childhood education setting

School-Age Emphasis under this option requires that six of the 12 semester units in early childhood education or child development be in school-age course work. (continued)

### **Option 4**

- a. obtain a valid Multiple Subject Teaching Credential or a Single Subject Teaching Credential in Home Economics
- b. complete 12 semester units of early childhood education or child development course work
- c. complete three semester units of supervised field experience in an early childhood education setting

School-Age Emphasis under this option requires that six of the 12 semester units in early childhood education or child development be in school-age course work.

### **Term and Renewal**

The Child Development Site Supervisor Permit is issued for five years and is renewable for successive five-year periods upon completion of 105 hours of professional growth. Permit holders who complete the requirements for a higher level permit within three years of the date of initial issuance may submit verification of completion of requirements, an application (41-4 or 41-REN) for the higher level permit, the original valid permit document, and half the current application fee.

## **CHILD DEVELOPMENT PROGRAM DIRECTOR PERMIT**

### **Authorization**

A Child Development Program Director Permit authorizes the holder to supervise a child care and development program operated in a single site or multiple sites; provide service in the care, development, and instruction of children in a child care and development program; and serve as coordinator of curriculum and staff development in a child care and development program.

## Requirements for the Child Development Program Director Permit

To qualify for the Child Development Program Director Permit, applicants must satisfy **all** of the requirements listed in one of the following options:

### Option 1

- a. complete all General Requirements as defined on page 7
- b. complete a baccalaureate degree or higher
- c. complete six additional semester units of course work in administration and supervision of child care and development programs. These units must be comprised of two courses: one introductory course and one advanced course, or two courses of different topical content.
- d. complete two additional semester units in adult supervision course work
- e. verify one-year of site supervisor experience. This experience must be verified by submitting an original letter from the employer on official letterhead.

School-Age Emphasis under this option requires that 12 of the 24 semester units of early childhood education or child development be in school-age course work.

### Option 2

- a. obtain a valid Administrative Services Credential authorizing service in California public schools
- b. complete 12 semester units in early childhood education or child development course work
- c. complete three semester units in supervised field experience in an early childhood education setting

School-Age Emphasis under this option requires that six of the 12 semester units of early childhood education or child development be in school-age course work. (continued)

### Option 3

- a. obtain a valid Multiple Subject Teaching Credential or a Single Subject Teaching Credential in Home Economics
- b. complete 12 semester units of early childhood education or child development course work
- c. complete three semester units of supervised field experience in an early childhood education setting
- d. complete six additional semester units of course work in administration and supervision of child care and development programs. These units must be comprised of two courses: one introductory course and one advanced course, or two courses of different topical content.

School-Age Emphasis under this option requires that six of the 12 semester units of early childhood education or child development be in school-age course work.

### Option 4

- Complete a master's degree or higher in early childhood education, child/human development, or a closely related field.

## Term and Renewal

The Child Development Program Director Permit is issued for five years and is renewable for successive five-year periods upon completion of 105 hours of professional growth. Permit holders who complete the requirements for a higher level permit within three years of the date of initial issuance may submit verification of completion of requirements, an application (41-4 or 41-REN) for the higher level permit, the original valid permit document, and half the current application fee.

## DEFINITIONS

**Adult Supervision Course Work** – course work designed to help individuals to develop knowledge and skills for effective communication with, and supervision of, adults.

**Aide** – an individual who cares for and assists in the development and instruction of children. Aides are not required to hold a permit issued by the Commission.

**Early Childhood Education/Child Development Course Work** – course work primarily related to children ages five years or younger completed at a regionally-accredited college or university. Twenty-five percent of required course work may cover children ages five through eight.

**General Requirements** – required for the Teacher, Master Teacher, Site Supervisor and Program Director Permit levels  
Completion of 24 semester units of course work in early childhood education or child development, including at least one three-semester unit course in each of the following core areas:

- Child/human growth and development
- Child, family, and community, or child and family relations
- Programs/curriculum

The following may be used as partial fulfillment of the 24-semester unit requirement:

- a. supervised field experience may be used towards the overall 24-semester unit requirement as long as the course included both a field work and classroom component. The same field work course may not be used toward the experience requirement. Submission of a course description may be necessary, or
- b. possession of a Child Development Associate (CDA) Credential may be used as nine semester units of ~~credit~~*continued* toward the overall 24 semester unit requirement. (For information on obtaining the CDA credential, contact the Council for Early Childhood Professional Recognition at 1-800-424-4310.)

**Professional Growth** – participation in activities that contribute to a permit holder’s competence, performance, or effectiveness in the early childhood education profession. Such activities may include, but are not limited to, college or university course work, conferences, workshops, institutes, academies, symposia, and staff development programs. Please refer to your Professional Growth Manual for more information.

**School-Age Course Work** – course work that covers the developmental, social and academic needs of children and youth, ages birth through fourteen.

**School-Age Core Course Work** – course work that covers the following areas:

- Child growth and youth development
- Child and youth, family and community
- Programs/curriculum, including school-age instructional practices

All core course work must meet a minimum unit requirement of at least three semester or four quarter units.

► *Note to applicants: Valid permits for service in a child care and development program issued under prior regulations shall continue in force and may be renewed as prescribed at the time the document was issued. Upon request of the applicant, individuals who hold permits issued under prior regulations who did not complete renewal requirements as specified must now apply under current regulations.*

The California Commission on Teacher Credentialing no longer issues life documents.

Reference Title 5, California Code of Regulations, Sections 80105, 80107, 80109, 80110, 80111, 80112, 80113, 80114, 80115, and 80116